



DEPARTMENT OF THE NAVY
COMMANDER
HELICOPTER TACTICAL WING
U.S. PACIFIC FLEET
NAS NORTH ISLAND P.O. BOX 357096
SAN DIEGO, CALIFORNIA 92135-7096

COMHELTACWINGPACINST 1700.1E
N001
26 MAR 2003

COMHELTACWINGPAC INSTRUCTION 1700.1E

Subj: SAILOR OF THE QUARTER AND SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) SOQ/SOY Selection Board Score Sheet
(2) Sample Letter for the Blue Jacket/Sailor/Senior Sailor of the Quarter Nomination
(3) Sample Letter of Commendation for Blue Jacket/Sailor/Senior Sailor of the Quarter
(4) Sample Navy and Marine Corps Achievement Medal for Blue Jacket/Sailor/Senior Sailor of the Year

1. Purpose. To outline procedures for nominating and selecting the Commander, Helicopter Tactical Wing, U.S. Pacific Fleet, (COMHELTACWINGPAC) Sea and Shore Blue Jacket/Sailor/Senior Sailor of the Quarter/ Year.

2. Cancellation. COMHELTACWINGPACINST 1700.1D

3. Background. The Sailor of the Quarter/Year (SOQ/SOY) Program operates on a calendar year (CY) basis and provides official recognition for sustained superior professional performance for COMHELTACWINGPAC Staff and Squadron personnel. In order to provide equitable recognition for both junior and senior personnel, six enlisted personnel will be selected each quarter and each year; two from pay grades E-1 through E-3 (Sea and Shore), two from pay grades E-4 through E-5 (Sea and Shore), and two from pay grade E-6 (Sea and Shore). Regardless of the date of rank, the candidates' present paygrade shall be considered for Blue Jacket/Sailor/Senior of the Quarter/Year category.

4. General Guidelines

a. A COMHELTACWINGPAC selection board, comprised of Wing and Squadron's Command Master Chiefs, will convene each quarter to select the "COMHELTACWINGPAC Blue Jacket of the Quarter (E-1 through E-3), Sailor of the Quarter (E-4 through E-5) and Senior Sailor of the Quarter (E-6)." A selection board will also convene each year in January to select the "Sea and Shore COMHELTACWINGPAC Sailors of the Year." Enclosure (1) shall be used to record grading/scoring of candidates to support selection. The COMHELTACWINGPAC Command Master Chief will act as Chairman of the Board and vote only in the case of a tie. The convening date for the Sailor of the Quarter selection board will

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be the second Thursday of the month following the end of the quarter and the Sailor of the Year selection board will be the second Friday of January following the competitive cycle.

b. Blue Jacket/Sailor/Senior of the Quarter/Year nominees must have an untarnished service record for the previous year. Command nominating letters and supporting documentation must be available for the board's consideration.

c. Wing staff personnel in paygrades E-1 through E-6 may compete for COMHELTACWINGPAC Shore Sailor of the Quarter/Year.

5. Criteria for Selection. The criteria for selection should include, but not be limited to, the following:

- a. Overall Performance
- b. Leadership and Management
- c. Collateral Duties
- d. Military Bearing, Conduct, Appearance, and PRT results
- e. Command Involvement
- f. Community Involvement
- g. Participation in off-duty education (civilian and military)
- h. Awards
- i. Warfare/Special Qualifications

6. Honors and Awards

a. Personnel selected as COMHELTACWINGPAC Blue Jacket/Sailor/Senior Sailor of the Quarter/Year shall receive the following minimum honors and awards:

| Nominee Consideration | AWARDS | | | | | | | |
|------------------------------------|--------|-----|------|--------|-------------------------------|-----------------|--------|---------------------------|
| | Flag | | Wing | Plaque | Fleet Hometown New Release | Special Liberty | | Parking Space/ Sticker |
| | LOC | NAM | NAM | | | 1 Day | 3 Days | |
| Blue Jacket of the Quarter (E1-E3) | X | | | X | X | X | | X |
| Blue Jacket of the Year (E1-E3) | | | X | | X | | X | X |
| Sailor of the Quarter (E4-E5) | X | | | X | X | X | | X |
| Sailor of the Year (E4-E5) | | | X | | X | | X | X |
| Sailor of the Quarter (E6) | X | | | X | X | X | | X |
| Sailor of the Year (E6) | | X | | X | X | | X | X |

b. Sailor of the Quarter/Year photographs will be displayed within the parent command spaces and on the COMHELTACWINGPAC SOQ/SOY Picture Board at headquarters. Parent command will provide color photos 4in x 5in (SOQ) and 5in x 7in (SOY) covered in Service Dress Blues immediately upon notification of selection.

c. In addition to those honors and awards listed in paragraph (a), the COMHELTACWINGPAC Sea and Shore Senior Sailor of the Year will be considered for the COMNAVAIRPAC Sea/Shore Sailor of the Year.

d. Additional recognition may be provided on an individual command basis.

7. Action

a. Submit nomination letter for Blue Jacket/Sailor/Senior Sailor of the Quarter, enclosure (2), including a double spaced proposed citation, enclosure (3) to COMHELTACWINGPAC not later than the fifth working day of the month following the end of the competitive quarter. The nomination package will include the original, five copies and a 3.5 inch disk containing only the first page of OPNAV Form 1650/3 and proposed award citation in Word format.

b. Submit nomination letter for Blue Jacket and Sailor of the Year, enclosure (2), including a double spaced proposed citation, enclosure (4) to COMHELTACWINGPAC not later than the fifth work day of January following the end of competitive cycle. The nomination package will include the original, five copies and a 3.5 inch disk containing only the first page of OPNAV Form 1650/3 and proposed award citation in Word format.

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c. Submit nomination letter for Senior Sailor of the Year, enclosure (1) of reference (a), to COMHELTACWINGPAC not later than the fifth workday of January following the end of competitive cycle. Nomination packages should be submitted in a white binder (NSN 7510-01-203-4708) with nominees rate name and command logo on cover and spine. All pages should be in document protectors (7510-01-286-1407). A 3.5 inch computer disk must be included, containing the following files in only Microsoft word rich text format: nomination letter, biography (limit to 2 pages, double spaced), proposed award citation and OPNAV 1650/3 with summary of action for Navy and Marine Corps Achievement Medal.

d. Senior Sailor of the Year nominees will present themselves to the board in the prescribed Service Dress uniform when possible. For those personnel not in the immediate area, the parent command is responsible for TEMADD and should be budgeted annually. HELTACWINGPAC will provide TEMADD funding for any Wing nominee competing for COMNAVAIRPAC SOY.


A. J. DZIELSKI

Distribution:

COMHELTACWINGPACINST 5216.1D

List I, II

**SAMPLE LETTER FOR THE
BLUE JACKET/SAILOR/SENIOR SAILOR OF THE QUARTER NOMINATION**

1700
Ser XX/

From: Commanding Officer, _____
To: Commander, Helicopter Tactical Wing, U.S. Pacific Fleet
Subj: SEA/SHORE BLUE JACKET/SAILOR/SENIOR SAILOR OF THE QUARTER
NOMINATION ICO RATE (WARFARE DESIGNATOR), NAME (F/MI/L),
USN/USNR, SSN

Ref: (a) COMHELTACWINGPACINST 1700.1E

Encl: (1) Proposed Citation (with 3.5 inch disk)
(2) OPNAV 1650/3 (Front only)

1. Per reference (a), _____
is nominated as the COMHELTACWINGPAC Sea/Shore Blue Jacket/
Sailor/Senior Sailor of the Quarter for the quarter ending
_____.

2. The following information is provided:

- a. Primary duties
- b. Collateral duties
- c. Command Involvement
- d. Community Involvement
- e. Physical Readiness Tests
- f. Off-Duty Education/Correspondence Courses
(Include course title and completion date)
- g. Awards
- h. Warfare Designator

3. Brief synopsis of significant achievements during this
quarter which warrant selection: (Limit to one typewritten page)

(Signature)

Encl (2)

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**SAMPLE LETTER OF COMMENDATION
BLUE JACKET/SAILOR/SENIOR SAILOR OF THE QUARTER**

The Commander Naval Air Force United States Pacific Fleet

takes pleasure in commending

RATE (WARFARE DESIGNATION)

FIRST, MI, AND LAST NAME

UNITED STATES NAVY/NAVAL RESERVE/MARINE CORPS

for service as set forth in the following

PROPOSED CITATION:

For outstanding performance as (Primary billet) at (Command) and selection as Commander, Helicopter Tactical Wing, U.S. Pacific Fleet Sea/Shore Blue Jacket/Sailor/Senior Sailor of the Quarter from (date 1 January to 31 March 2003). Petty Officer (last name) performed his/her demanding duties in an exemplary and highly professional manner. Displaying (trait), (trait), and (trait), he/she.... Demonstrating (trait), (trait), and (trait), he/she.... Petty Officer (last name's) professionalism and dedication to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

M. D. MALONE

Vice Admiral, U.S. Navy

NOTE: Text of Citation shall not exceed 18 lines

Encl (3)

SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL FOR SAILOR OF THE YEAR

RATE/RANK (ENLISTED WARFARE)
FIRST NAME M.I. LAST NAME
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS (PRIMARY BILLET) AT (COMMAND) AND SELECTION AS COMMANDER, HELICOPTER TACTICAL WING, U.S. PACIFIC FLEET (SEA/SHORE) BLUE JACKET/SAILOR/SENIOR SAILOR) OF THE YEAR FROM JANUARY TO DECEMBER (YEAR). PETTY OFFICER LAST NAME PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. DISPLAYING (TRAIT), (TRAIT), AND (TRAIT), HE/SHE.... DEMONSTRATING (TRAIT), (TRAIT), AND (TRAIT), (HE/SHE)... PETTY OFFICER (LAST NAME'S) PROFESSIONALISM AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON (HIM/HERSELF) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

15TH JANUARY 2003

FOR THE

A. J. DZIELSKI
Captain, United States Navy
Commander, Helicopter Tactical Wing,
U.S. Pacific Fleet

NOTE:

- (1) Text of Citation shall not exceed 9 lines. Citation will be typed in landscape format utilizing Microsoft Word program with 1" inch margins.
- (2) Signature block for E-1 through E-5 will be signed by COMHFLTACWINGPAC and for E-6 will be signed by CNAF.